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DRAFT 3
December 12, 1955

25X1A REGULATION
NO. [REDACTED]

25X1A

PERSONNEL

PROMOTION

25X1A Rescission: CIA Regulation [REDACTED] dated 30 April 1954

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DOCUMENT NO. _____
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1. GENERAL

This regulation states policy and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17, or 18, or to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

2. POLICY

The promotion of Agency employees will be based on consideration of their qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

- a. Employees who have completed the minimum Agency experience requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

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- ✓ b. Normally, an employee's grade will not exceed the grade of his present position. If, however, an individual's grade and the grade of the position he occupies are the same, he may be promoted one grade, within the controls prescribed by this regulation, when he has been competitively selected for the promotion by the Head of his Career Service.

✓ 3. DEFINITION

Career Service Grade Authorization, as used in this regulation, means the total number of authorized military and civilian positions at each grade level within the ceiling established for a particular Career Service. Military positions will be converted for determining the Career Service Grade Authorization, based on the assimilated rank table in [REDACTED]

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✓ 4. RESPONSIBILITIES

✓ a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the performance of employees under their jurisdiction and for making recommendations to the heads of appropriate Career Services, through normal command channels, concerning the promotion of such employees, according to the provisions of this regulation.

✓ b. HEADS OF CAREER SERVICES

- (1) Heads of Career Services are responsible for establishing procedures for the consideration of all personnel in their Career Service for

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promotions on a competitive basis and for requesting the Director of Personnel to take specific action to effect promotions. The fact that promotion actions are recommended constitutes a certification by the head of the Career Service that the individuals have been found through competitive evaluations to be the best qualified of those within the zone of consideration. Competitive evaluations will be based on comparison of the qualifications of each employee within the zone of consideration against all others in his grade with due consideration given to such factors as:

- (a) Experience
- (b) Skills and abilities
- (c) Performance and other elements as reflected in his Fitness Report
- (d) Training
- (e) Education
- (f) Length of service
- (g) Career Staff membership
- (h) Any other factors which might be pertinent to the individual's future relationship with the Agency.

- ✓ (2) Heads of Career Services will establish controls to ensure that the grade distributions of employees in their Career Services do not exceed the Career Service Grade Authorization for their service.

o. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

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- ✓ (1) Ensuring compliance with the regulation by continuous evaluation of the Agency's promotion program.
- ✓ (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this regulation.
- ✓ (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this regulation.
- X (4) Periodically determining and issuing a tabulation of the Career Service Grade Authorizations, based on the ceiling of the Career Service concerned.

5. AGENCY LENGTH OF SERVICE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below:

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through 6	6
GS-7 through 11	12
GS-12 and 13	18
GS-14	24

6. PROCEDURES

Requests for promotion will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No [REDACTED]

7. EXCEPTIONS

Recommendations for promotions which involve exceptions to the policies, requirements, or procedures in this regulation will be forwarded to the Director of Personnel by the Head of the Career Service concerned in a memorandum

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of justification attached to Standard Form 52, Request for Personnel Action. The Director of Personnel will finally approve or disapprove recommendations for exceptions, subject to review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that the promotion is warranted on the basis of circumstances such as:

- a. An employee was initially employed at a grade below that for which he was qualified; or
- b. An individual is qualified for promotion based partly on his experience prior to his entry on duty; or
- c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

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